



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	ACCOUNTS PAYABLE SPECIALIST
DEPARTMENT:	Disbursing Office
SUMMARY:	See Attached Position Classification
SALARY RANGE:	\$44,199 - \$68,508
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	May 12, 2009
DEADLINE FOR APPLICATIONS:	May 26, 2009 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



ACCOUNTS PAYABLE SPECIALIST

Department: Disbursing Office

Reports to: Accounts Payable Supervisor

NATURE OF WORK

This is administrative work responsible for the examination and interpretation of large volumes of financial data required by complex operations. Work involves performing audit-level review of vouchers, invoices, claims or contracts for the Senate. Work is bound by well-established accounting principles and standards, Rules and Ethics Committee procedures and Senate-specific requirements.

ESSENTIAL FUNCTIONS

Examines and performs the audit-level review of vouchers, invoices, claims or contracts for the US Senate, including travel and transportation, goods and/or services provided to or by the Senate contractual obligations; and adjustments, such as certifications (reimbursements), cash advances and check advances; approves the voucher in ADPICS by electronic signature before sending to the Rules Committee for review and approval.

Reviews and analyzes accounting processing codes and object class codes for governmental and commercial invoice payment transactions to ensure expenditures were charged to the proper entities.

Receives and responds to queries from office managers, chief clerks, other Senate staff and vendors regarding problems with billings or policies and procedures for expense reimbursement.

Maintains liaison with Senate staff providing information and assistance with technical problems relative to the various accounting documents, records and procedures. Compiles information, upon request, for reports and statements, answers questions, provides information and necessary assistance.

Monitors and tracks cash advances for an assigned number of Senate offices to ensure that advances are paid within regulatory time limits and to initiate collection against delinquent accounts. Reviews daily reports and monthly advanced aging reports from a database; verifies data to confirm that the advance is still outstanding and notifies offices and individuals that paychecks

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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Code:

will be withheld or other collection activity initiated; refers difficult cases to senior specialist or to supervisor; ensures funds are replenished to appropriate fund.

Participates in the testing of new systems applications within the office; initiates registration of purchased equipment for all Secretary and Senate offices for inventory purposes; processes requests for manual payments and impress fund reimbursements; proof reads reports and provides cross-checking for colleagues on completed work to ensure efficiency and accuracy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a High School Diploma or G.E.D. with one to three years of accounts payable experience; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of the accounting systems, applicable federal, state and local regulations, policies and procedures. Knowledge of the Senate's accounting systems and pertinent legislation a plus.

Knowledge of generally accepted accounting principles and practices, double-entry bookkeeping, cash management principles, aged cash advance procedures and the process of obtaining payment of delinquent advances.

Knowledge of the flow and processing cycles of financial information. Knowledge of the Senate cycles a plus.

Knowledge of disbursements and appropriation accounting procedures and techniques.

Knowledge of accrual account, budget object classes, data entry procedures, and financial management system programs, automated accounting systems including standard ADP processing concepts and familiarity with database management.

Ability to use computer and relevant computer software packages.

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Code:

Demonstrated keyboarding ability.

Ability to deal with others using tact and diplomacy at all levels of the Senate community.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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PB: 5

FLSA: Non-exempt

05/11/2009